



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of Human Resources

Human Resources Administrator Job Description

Job Summary

The Human Resources Administrator administers, maintains, and monitors all human resource functions such as payroll, benefit administration, insurances, and reporting. Also responsible for administering the Town's statutory requirements under RSA 165 (General Assistance). The Human Resources Administrator is also cross trained in all aspects of the Finance Administrator position.

Supervision Received

Town Administrator

Supervision Exercised

None

Examples of Duties and Responsibilities

Human Resources

- Weekly payroll preparation, input, and processing; including data entry, checks/direct deposits, payroll tax, and manifest creation for review by the Select Board and Town Treasurer.
- Manage all facets of Human Resources functions including benefit administration, FSA/DCA processing, health programs, benefit accruals, ACA reporting, new employee onboarding, short-term disability claims, workers compensation reporting, FMLA, administering personal plan, employee discipline, and compensated leave time accruals.
- Process all NHRS reports, payments vouchers, withholdings, reconciliations, employer liability requirements, etc. Work with NHRS to resolve any file submission issues.
- Reconcile monthly employee health and dental payments with Town liabilities.
- Oversee the processing of all employee forms required by the State of NH and the Federal Government such as W-2's, 1095C's, 1099's, etc.
- Process, manage, and maintain complete confidential records for workers comp claims, short-term disability filings, and pay rates.
- Process monthly unemployment statistics.
- Oversee employee wellness activities.
- Filing of insurance claims and processing new employee documentation for third-party benefits providers.
- Make recommendations to the Town Administrator on amendments to the Personnel Policy, employee forms, procedures, and documents, etc.
- Remain cognizant on all financial and employee statute amendments concerning NHRS, GASB, and FLSA, etc.



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General Assistance (Welfare)

- Administer the Town's statutory requirements under RSA 165 (General Assistance).
- Develop policies, procedures, rules and regulations for the department, including annual review of the Department's policies, procedures, and General Assistance Guidelines in order to recommend changes when and where appropriate and required by law.
- Conduct interviews with General Assistance applicants in order to determine eligibility for assistance; document interactions as required.
- Provide information and referral services to Barrington residents in need.
- Review all paperwork submitted by applicants, verify documentation, and conduct necessary research in order to make an eligibility decision.
- File and release Welfare liens as required under RSA 165. Maintain Welfare Lien Lists and Welfare Lien Database for Town.
- Investigate, document, and process fraud and abuse cases with assistance from Police Department.
- Establish and maintain working relationships with Local, State and Federal agencies to utilize their services on behalf of applicants in order to reduce expenditure of Town funds.
- Establish and maintain working relationships with vendors and service providers (i.e. landlords, homeless shelters, grocery stores, pharmacies, funeral homes, utilities, etc.).
- Responsible for providing financial vouchers on behalf of clients to various vendors and securing payment to vendors through the Town's Finance Department.
- Responsible for keeping accurate records of general assistance expenditures.
- Responsible for seeking charitable contributions for clients, when appropriate, to offset cost to the Town.
- Prepare and submit all required reports for the Welfare function.

Finance/Budget

- Serve as backup to the Finance Administrator.
- Prepare all employee benefit projections for the annual budget proposals.

Other

- File and/or manage property and liability insurance claims.
- Ensure proficiency and accuracy of records.
- Work closely with Town Treasurer and assist when needed.
- Research information on the internet or Town records as needed or requested.
- Maintain a high level of confidentiality.
- Assist the general public who are directed to the Finance Office.
- Maintain memberships in various financial and HR associations.
- Perform any other duties as specified.



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The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

Qualifications, Knowledge, Skills, and Abilities

- Bachelor's Degree in finance, administration, or related field (experience may substitute for education).
- Five years of progressively responsible human resources experience.
- Human Resources certification or willingness to start certification program within six months of hire.
- Knowledge of payroll, payroll taxes, and human resources.
- Knowledge of Federal and State laws and tax policies.
- Experience working with people in need from various backgrounds.
- Ability to read and interpret rules, regulations, and ordinances at an advanced level.
- Skill in accounting.
- Skill in the use of accounting software, databases, table structure, word processing.
- Experience with GAP software preferred.
- Ability to communicate effectively both orally and in writing.
- Ability to work under pressure and to maintain a high level of professionalism and confidentiality at all times.
- Ability to maintain a positive working relationship with officials, department heads, employees, the business community, and the general public.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Working Conditions and Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing this job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods, stand frequently, use hands to handle and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.



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Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required. Lift up to 25 lbs.: Occasionally required. Lift 26 to 50 lbs.: Rarely required. Lift over 50 lbs.: Rarely required.	Twisting: Frequently required. Bending: Frequently required. Crawling: Rarely required. Squatting: Rarely required.
Carry up to 10 lbs.: Frequently required. Carry 11 to 25 lbs.: Occasionally required. Carry 26 to 50 lbs.: Rarely required. Carry over 50 lbs.: Rarely required.	Kneeling: Rarely required Crouching: Occasionally required. Climbing: Rarely required. Balancing: Rarely required.
Reach above shoulder height: Occasionally required. Reach at shoulder height: Frequently required. Reach below shoulder height: Frequently required. Push/Pull: Frequently required	Work Surface(s)
	Indoor surfaces; may include uneven surfaces.
	During an 8 Hour Day Employee is Required to:
Hand Manipulation	Consecutive Hours Total Hours
Grasping: Frequently required.	Sit: approximately 6 Up to 8
Handling: Frequently required.	Stand: approximately 1 Up to 8
Torquing: Rarely required	Walk: approximately 1 Up to 2
Controls and Equipment: Standard office equipment	